



RIVER BEND  
**FOODBANK**

# Funds & Food Drive Information

## Together we can solve hunger!

Thank you for joining the fight against hunger! Your efforts are essential to River Bend Foodbank's mission to end hunger in eastern Iowa and western Illinois. Without individuals like you, the Foodbank would simply not be able to feed the tens of thousands of people who rely on us for food assistance each year.

## Organizing a Funds & Food Drive is easy when you work with River Bend Foodbank!

When you host a Funds & Food Drive among your co-workers, family or friends, you are helping to ensure that River Bend Foodbank can distribute nutritious meals to those who need it most.

### Just follow these steps...

1. Select a date range for your Funds & Food Drive.
2. Decide who will be the point person or the main organizer.
3. Let River Bend Foodbank know about your plans by completing the Funds & Food Drive form found in this section on our website.
  - You can either email, fax or mail the completed form to us. Or you can call us to fill out the form together.
  - We can help you make arrangements to get donation cans and boxes.
  - We can also arrange for delivery or to pick up (if applicable) the funds & food when the drive is completed.
  - All drop-offs and pick-ups before and after the Funds & Food Drive occur Monday – Friday between 8 am – 12 noon.
  - **The Corporate Gift Officer's contact information is listed below.**

4. Get the word out to everybody about what you're doing. Post notices. We have some downloadable posters that you can use to help collect funds & food. You can find them in this section on our website.
5. You can deliver the funds & food collected to River Bend Foodbank Monday through Friday from 8 am – 4:30 pm. If you have a large amount of food, please come before 2 pm so our warehouse workers can help you unload.
6. Feel great about the difference you have made in feeding the hungry!

## Contact Us

Corporate Gifts Officer

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# Tips for a successful Funds & Food Drive

## 1. Set the Tone with Leadership

- Meet with the leadership of your organization to explain our community's food needs and share the importance of the work that River Bend Foodbank does to meet those needs.
- Ask leaders to sign a letter or send an email of support of your drive to staff.
- Ask them if the company can make a gift to your drive, or donate prizes for raffles or silent auctions, such as days off work, company tickets to sporting events, etc.

## 2. Recruit a Planning Committee

- Recruit a committee member from each department to promote diversity within the committee and to encourage company participation.
- Host one or more committee meetings to determine the dates of your drive, your company's goal for fundraising and to plan events that will encourage donations.
- See below for some fun ideas to get your planning started!

## 3. Host a Kickoff

- Let employees know that your food and funds drive is underway!
- Make an announcement at a staff meeting or hosting a fundraising lunch to kick off your activities.
- Let your leadership and coworkers know how far their donation will go! Remember that with each \$1 donation, the Foodbank can provide five meals for those in need in our community.
- Consider asking a River Bend Foodbank staff member to speak to your group about the Foodbank and who we serve.
- Share photos or video from the event with River Bend Foodbank via social media. We can reshare images of your good work on our pages. Find us on Facebook, Instagram and Twitter.

#### 4. Share your Progress and Promote your Upcoming Events

- Consider tracking your drive's progress in a public place to motivate staff to donate so you can reach your goal.
- Create posters, send internal emails, use company newsletters and word-of-mouth to promote your drive's events and deadlines.

#### 5. Wrap-Up and Celebrate!

- Wrap up your drive by announcing your final fundraising and food totals.
- Thank everyone who made a donation to your drive. Remind them that hunger exists throughout the year, and that they are an important part of the solution.
- Consider planning a trip to River Bend Foodbank to drop off your donations and to volunteer in our warehouse with your coworkers.
- Meet with your committee one last time to discuss what about your drive went well, and what areas could use improvement, so that your next drive will be even more successful!

### Ideas to collect more funds & food

- Set a **goal**.
- Encourage **cash donations**. For every \$1 donated River Bend Foodbank can provide 5 healthy meals.
- Ask your organization to **match donations collected from employees**.
- **Challenge another department**, group or neighboring organization to a competition to see who can raise the most funds or food. Consider offering a prize for the winning group.
- Host **casual days**. For a donation to the drive employees can dress in jeans or other fun attire on designated days.
- **Involve food...it's always a hit!** Host a bake sale, hold a chili cook off and charge \$5 to eat lunch, sell donuts in the morning and candy bars or popcorn in the afternoon.
- Hold a **Minute to Win It competition**. Employees take part in a series of 60-second challenges that use objects that are commonly available around the office. You can offer small prizes to the winners of the challenges.

- Host a **raffle** once a week. Sell raffle tickets: 1 ticket for \$1, 6 tickets for \$5, or 20 tickets for \$10. Split the cash earnings – half to the lucky ticket holder and the other half to the Community Hunger Drive.
- Host an **Office Olympics** competition at your place of business and have small prizes for the winner of each event.
- Host a **Change Wars contest**. Have groups or departments compete against one another to collect change – pennies, nickels and dimes are good. Quarters and bills subtract from the total collected, so use them on the opposing team.
- Have a **potluck lunch**. Everybody brings a dish to share and contributes \$5 to eat lunch.
- Hold a **No-Shave contest** for the month. Donate a set amount to skip shaving for the entire month.
- Hold a **Pie-in-the-Face contest**. Let employees pay to throw a pie in their bosses' face.
- Organize a raffle for **incentives**: a prime parking spot for a week, a day off or a chance to leave early from work.
- If your organization has a **matching gifts program**, encourage your co-workers to complete the necessary paperwork to add additional value to their gifts.